

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 45-18

LI 45-18  
LOGISTICS  
28 June 1974

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SUBJECT: Establishment and Functions of the Material Review Group

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1. PURPOSE

The purpose of this instruction is to establish a Materiel Review Group (MRG) under the direction of the Director of Logistics. This group, chaired by a representative of the Plans and Programs Staff, Office of Logistics (OL), and comprised of members from the Procurement Management Staff, OL, and the Procurement and Supply Divisions, OL, will study and assess raw and/or finished product materiel shortages within industry to identify actual or potential shortage areas which have had or may have an impact on materiel requirements essential to Agency operations. This group will develop plans and alternatives for meeting Agency materiel needs and for alleviating short-supply situations during the period FY 1975 to 1978. The Materiel Review Group will function until such time as the Director of Logistics determines that materiel-shortage trends have subsided sufficiently to warrant its discontinuance.

2. FUNCTIONS

- a. Obtain and provide information on potential and actual materiel-shortage situations.
- b. Perform confirming research and analyses of reported materiel shortages and assess their impact on the Agency.
- c. Plan and implement Agency solutions to materiel shortages.
- d. Monitor and coordinate action taken on short-supply situations to insure that they are alleviated expeditiously.
- e. Establish a system for:
  - (1) Collecting information from Agency, other Government agency,

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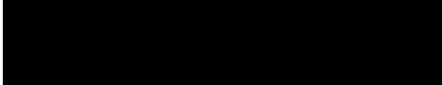
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and commercial trade sources concerning potential and actual shortages and allocations of essential Agency materiel.

- (2) Analyzing the data collected from all sources.
  - (3) Disseminating periodic, concise synopses of facts concerning materiel shortages and progress achieved in alleviating such situations to all levels of Agency management concerned.
- f. Prepare an internal procedural and task-assignments guide to provide for orderly and expeditious progress in planning solutions and monitoring and coordinating action on shortages of essential Agency materiel. This guide will insure that full consideration is given to all factors bearing on Agency requirements, including but not limited to:
- (1) Urgency and leadtime.
  - (2) Cost and funds availability.
  - (3) Quantity and volume.
  - (4) Immediate and/or subsequent incremental needs.
  - (5) Storage requirements and space availability.
  - (6) Technological developments and feasibility of substitutions.
  - (7) Conformance with rationing and/or allocation policies.
  - (8) Key contacts for monitoring and coordinating acquisition and distribution action.

  
MICHAEL J. MALANICK  
Director of Logistics

STATINTL

SUBJECT: Establishment, <sup>and</sup> Functions, ~~and~~ ~~Responsibilities~~ of the Materiel Action Group <sup>Review</sup>

#### PURPOSE

The purpose of this ~~Instruction~~ <sup>Review (MRG)</sup> is to establish a Materiel ~~Action~~ Group under the direction of the Director of Logistics. This Group, chaired by a representative of the Plans and Programs Staff <sup>Office of Logistics (OGL)</sup> and ~~comprised of~~ ~~XXXXXX~~ members from the Procurement Management Staff <sup>PL</sup> and the Procurement and Supply Divisions, <sup>OL</sup> will study and assess raw and/or finished product materiel shortages within industry to identify actual or potential shortage areas which have had or may have an impact on materiel requirements essential to Agency operations. This Group will develop plans and alternatives for meeting Agency materiel needs and for alleviating short-supply ~~six~~ <sup>to 14</sup> situations during the period FY 1975-78. ~~The Materiel Action Group will~~ <sup>Review</sup> function until ~~so~~ such time as the Director of Logistics determines that materiel-shortage trends have subsided sufficiently to warrant its discontinuance.

#### FUNCTIONS

1. Obtain and provide information on potential and actual materiel-shortage situations.
2. Perform confirming research and analyses of reported materiel shortages and assess their impact on the Agency.
3. Plan and implement <sup>Agency</sup> solutions to materiel shortages.
4. Monitor and coordinate action taken on short-supply situations to insure that they are alleviated expeditiously.
5. Establish a system for:
  - a. Collecting information from Agency, other Government, <sup>and</sup> commercial trade sources concerning potential and actual shortages and allocations of essential Agency materiel.

- b.* ~~Research and analysis of information derived from all sources to confirm the probability, imminence, scope, and duration of the shortages and the extent to which they will impact on Agency operations.~~

*C.* ~~Dissemination~~<sup>NG</sup> of periodic, concise synopses of facts concerning materiel shortages and progress achieved in alleviating such situations to all levels of Agency management ~~and staff~~ concerned.

6. Prepare an internal procedural and task-assignments guide to provide for orderly and ~~expeditious~~ expeditious progress in planning solutions and monitoring and coordinating action on shortages of essential Agency materiel. This guide will insure that full consideration is given to all factors bearing on Agency requirements, including but not limited to:

- a. Urgency and leadtime.
- b. Cost and ~~fund~~ funds availability.
- c. Quantity and volume.
- d. Immediate and/or subsequent incremental needs.
- e. Storage requirements and ~~space~~ space availability.
- f. Technological developments and feasibility of substitutions.
- g. Conformance with rationing and/or allocation policies.
- h. Key contacts for monitoring and coordinating acquisition and distribution action.

*[Signature]*

*D/L*